**FOLIO CONSOLIDATION REQUEST FORM**

(For Securities - Shares / Debentures / Bonds, etc., held in physical form)

I/We request you to consolidate the folios as detailed below in my/our name(s) :

1. **Security Details**

|  |  |
| --- | --- |
| Name of the Issuer Company |  |
| Registered Folio Numbers |  |
| Name(s) of the Security holder(s) as appearing on the certificate(s) |  |
| Number of Securities  |  |

1. **Registered Folio No. into which securities are to be consolidated** :

|  |
| --- |
| REGD. FOLIO NO. : |

1. **Full Address of First Holder :**

|  |
| --- |
|  PINCODE  |
| Phone number :  |  Email Id : |

1. **I / We are enclosing documents as mentioned in table below** (tick as relevant) :

|  |  |  |
| --- | --- | --- |
| **SR. NO.**  |  | **TYPE OF DOCUMENT \*** |
| 1 |  | Self-attested copy of PAN Card of the holder(s) |
| 2 |  | Original cancelled cheque leaf with the name of the 1st holder printed thereon/attested bank statement |
| 3 |  | Self-attested copy of address proof  |

\* Please refer to Instructions on reverse.

1. **I / We are enclosing certificate(s) as detailed below** (if space provided is insufficient then continue on reverse) :

|  |  |  |
| --- | --- | --- |
| **Certificate Nos.** | **Distinctive Nos.** | **No. of Securities** |
| **From** | **To** | **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **SIGNATURE(S) OF ALL HOLDER(S)**

 **as recorded with the Company:**

**FOR OFFICE USE ONLY**

1. Signature of Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Transaction No. & Date of receipt

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P.T.O.

P.T.O.

|  |
| --- |
| **INSTRUCTIONS**1. Form to be filled in block letters.
2. Separate form to be filled in for each Company and each category of securities.
3. Request for consolidation of folios to be done only if the order of name(s) is/are identical in all accounts.
4. Only one Form is required to be filled even if multiple folios are being consolidated.
5. Mention the Regd. Folio No. into which the consolidation is to be done in Item B.
6. It is mandatory to submit self-attested copy of PAN Card(s) of the holder(s).

 *(Copy of PAN Card may be substituted with ID proof in case of residents of Sikkim after furnishing address* *proof).*1. Self-attested copy of any one of the following documents can be submitted as Address proof -
* Valid Passport / Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill.
* Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
* Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.
* For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.
* Client Master List (CML) of the Demat Account of the holder / claimant, provided by the Depository Participant.
* If proof of address is in the name of spouse, please provide self-attested copy of Identity Proof of the holder/claimant.
1. If the name of the holder is not printed on the original cancelled cheque leaf, bank attested legible copy of the first page of the bank passbook/bank statement reflecting the name of the first holder, address, same bank account number and type as on the cheque leaf and the full address of the Bank branch should be submitted along with the cancelled cheque in original.

The attestation of the bank passbook / statement should be by the Bank Manager under his name, employee code, designation, full address, official stamp of the Bank and date of attestation. |

**Particulars of certificate(s) (***continued from Item E overleaf***)**

|  |  |  |
| --- | --- | --- |
| **Certificate Nos.** | **Distinctive Nos.****From - To** | **No. of Securities** |
| **From** | **To** | **From** | **To** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |